



منظمة الأغذية  
والزراعة  
للأمم المتحدة

联合国  
粮食及  
农业组织

Food  
and  
Agriculture  
Organization  
of  
the  
United  
Nations

Organisation  
des  
Nations  
Unies  
pour  
l'alimentation  
et  
l'agriculture

Organización  
de las  
Naciones  
Unidas  
para la  
Agricultura  
y la  
Alimentación

## COORDINATING WORKING PARTY ON FISHERY STATISTICS

**Twenty-third Session**

**Hobart, Tasmania. 22-26 February 2010**

**Proposals for revision of CWP Terms of Reference and Rules of  
Procedure**

**Author: Secretariat**

**Progress to date:**

The Strategy and Outline Plan for Improving Information on Status and Trend of Aquaculture (Strategy-STA) which was endorsed by the Third Sub-Committee of Aquaculture (New-Delhi, 2006) and by the twenty-seventh session of the FAO Committee on Fisheries (Rome, March 2007) indicated the need to establish CWP-like mechanism for aquaculture statistics.

The CWP-22 reviewed the request in Strategy-STA and recommended for FAO to seek for appropriate form of such mechanism and its relationship with the existing CWP and to report back to the CWP

The FAO expert workshop held in Nakorn Nayok Thailand, 8-10 January 2008 reviewed the data and information needs in aquaculture, existing gaps, harmonization needs of standards, inter-relationship between capture fishery and aquaculture, and structure and activities of the existing CWP-FS, and reaffirmed the need of a mechanism to identify, establish and harmonize standards for aquaculture data, information and statistics. It recommended CWP-AS to be established within the framework of the existing CWP-FS, but with its own Terms of Reference (TOR), rules of procedure and composition to reflect the specific needs of the aquaculture sector. Draft TOR and a detailed proposal of functions and structure of such a body were developed.

Among the existing CWP members at that time, Eurostat, FAO, OECD, SEAFDEC, and SPC expressed their interests to join the group. NACA also applied for participating CWP according to the Workshop recommendation, which was accepted by CWP.

CWP Intersessional meeting held in Dartmouth, Canada, during 8-9 July, 2008 reviewed the outcome of the expert workshop and informally accepted its recommendation to establish an aquaculture specialized group with independent TOR, rules of procedure and composition. The meeting noted a substantial and increasing interrelationship between aquaculture and fisheries, while recognizing the need of different expertise to address aquaculture specific issues from those available in the traditional CWP which had more focused on marine capture fisheries and their management. Therefore, it was considered more preferable to establish have specialized groups, one on aquaculture and the other on capture fishery, as sister groups with independent equal status, and to use the main session for coordination and harmonization between two groups. It was agreed to formalize the new structure and way to operate at the 23<sup>rd</sup> session of the CWP to be held in February 2010.

At the same time, the meeting supported for the Aquaculture Group to initiate its inter-sessional activities without waiting for the formal establishment of the Group with the condition to be chaired by one of CWP participating organizations. The Aquaculture Group had two ad-hoc sessions in October 2008 and March 2009.

**Administrative consideration and potential options:**

CWP is a coordination mechanism established under the Article VI of the Convention of FAO (available in Appendix 4) based on the Statutes (Appendix 1) and its own Rule of Procedure (Appendix 2). FAO Basic Text and General Rules of Organizations indicates that the working parties set up in pursuance of Article VI of the Constitution (including CWP) “may establish subcommissions, subcommittees and subsidiary working parties”. Since this in principle requires the endorsement by FAO Conference, Council or the Director-General, this option was already dropped during the preparatory process.

The amendment of Statutes requires the endorsement by all participating organizations (Article 5). In the case of FAO, this indicates the endorsement by the FAO Council as the case for the amendment occurred in 1995. The current Statutes clearly indicates the inclusion of aquaculture within its Terms of Reference (Article 1) and it is considered that no amendment would be required.

The Rules of Procedure can be amended by a two-thirds majority of participating organization as determined in Article 13 of the Rules of Procedure. The existing Rules of Procedure allows “holding meetings of regional or subject groups” as intersessional activities (Article 11), which can be interpreted

---

to justify meetings of two subject groups on regular basis. Accordingly, there are two potential options to establish the new structure and operational procedures depending on whether or not including the amendment of the existing Rules of Procedures. In both case, the Working Party will hold the meetings of aquaculture groups and capture fishery group on regular basis according to their own operational procedures, as intersessional activities under Article 11. The Groups shall report to the session who will review and endorse the recommendations and agreements taken by the Groups if necessary. Process required and pros and cons of those two options will be as follows:

**Option 1:** No amendment in the Rules of Procedure

- *Advantage:* easy and simple, decision can be made at the CWP 23 and will come into force with the adoption of report.
- *Disadvantage:* less formal, text in the CWP session report may be only supporting document of the structure.
- *Required process:* Agreement at the CWP-23.

**Option 2:** With amendment in the Rules of Procedure

- *Advantage:* more formalized and requiring participation of all members to the decisions. The opportunity can be used to amend the other aspects of the existing Rules of Procedures.
- *Disadvantage:* require substantial time before coming into force formally. Strictly speaking, no formal activities as the CWP during the three months suspension period described below.
- *Required process:*
  1. Agree the amendment of text at CWP-23
  2. Inform to all participating organizations and ask their decision on the proposal together with their adoption on the “suspension of the Rules of Procedure” within 3 months (Article 12 and 13)
  3. With a two thirds of majority, the CWP Secretary will announce the suspension of Rules of Procedure. (Article 12)
  4. Amended Rules of Procedure will come into force with the absence of objection within three months (Article 13, Article 4 of Statutes).

The suggested amendments if deciding to take Option 2 are given as an attachment.

**Operational aspects:**

The Aquaculture Group (AS) developed the final draft of its terms of reference, composition, operational aspects at the ad-hoc Aquaculture Meeting held in Puerto Varas, Chile, 3-4 October 2008. It is desirable to develop a similar document for Fishery group (FS). It is also necessary to clarify the role of and relation between the subject groups and session. Some consideration on operational aspects include:

- AS and FS should elect the chairs of their groups independent from those of the main session, even though there is high expectation of the chairs of main session acting the chairs of one of the subject groups (e.g. FS). Otherwise, experts from AS specialized agencies have no opportunity to be the chairs of main sessions.
- What to do with the existing inter-sessional meeting.
- Whether or not the main session should always be held in conjunction with one of the subject groups meeting. If the CWP decides to restrict the role of main session as endorsement of outputs from subject groups and coordination between them, one possible option is to hold the main session in conjunction with COFI where the representatives of most member organizations participating (though often different persons). 1

---

**Attachment: Proposed amendment to the Rules of Procedure in the case of Option 2**

1. SESSIONS. Unless contrary to the views of the majority or participating organizations, the interval between successive sessions of the Coordinating Working Party on Fishery Statistics (CWP) shall not exceed three years. The Working Party shall meet on announcement by the CWP Secretary who shall respect the wishes of the majority of participating organizations. The announcement shall generally be made at least six months before the session starts.
2. AGENDA. A provisional agenda for each session shall be prepared by the CWP Secretary in collaboration with the secretariats of the participating organizations. The first item on the provisional agenda shall be the adoption of the agenda. The agenda shall be distributed with the announcement of the session.
3. NOMINATION OF EXPERTS. Participating organizations should, where possible, notify the CWP Secretary of the names and affiliations of their nominated experts ~~at least four months~~ before the session.
4. DOCUMENTATION. Documents for each session should, if possible, be distributed to all participating organizations and nominated experts at least two ~~weeks~~ ~~months~~ before the session. Each participating organization shall be responsible for the timely distribution of its documents in accordance with the mailing list supplied by the CWP Secretary.
5. OFFICERS. At the start of the Session, the Chairman or Vice- Chairman appointed at the previous session shall call the session to order. ~~In their absence, the CWP Secretary will call the session to order.~~ **[Prior to the closure of the Session]** ~~Following adoption of the agenda,~~ the Working Party shall elect a Chairman and Vice-Chairman from among its members; they shall remain in office until the election of the new Chairman and new Vice-Chairman at the next session. **If the Chairman or Vice-Chairman loses his/her status of nominated expert in the middle of its term, the Working Party shall elect the substitute by correspondence before the absence of Chairman or Vice-Chairman will occur.** The outgoing Chairman and Vice-Chairman shall be eligible for re-election.
6. EXPENSES. The expenses incurred by experts attending session of the Working Party shall be borne by the nominating organization or as otherwise arranged between the experts and the respective nominating organization.
7. WORKING LANGUAGE. English shall be the working language of the Working Party.
8. VOTING. A majority of the participating organization shall constitute a quorum. Each participating organization is entitled to one vote. Decision of the Working Party shall be taken by a simple majority of votes cast by those present at the session. When necessary, the Chairman may exercise a casting vote.
9. REPORTS. At each session the Working Party shall adopt a report of the session which will include *inter alia* all decisions and recommendations. The report shall be distributed by the CWP Secretary to the participating organization and nominated

---

experts, and to other individuals or organizations as requested by the Working Party. FAO should make the report available as widely as possible.

10. MONITORING OF RECOMMENDATIONS. Although recommendations and decisions of the Working Party are not binding on participating organizations, the Working Party shall monitor and report on the implementation of recommendations and decisions.
11. INTERSESSIONAL ACTIVITIES. The Working Party may arrange such intersessional activities as are required for its effective functioning, including *inter alia* holding informal preparatory meeting, holding meetings of regional or subject groups, preparation of working papers, and communication by correspondence. [**The Working Party may institutionalize regional or subject groups when necessary and appropriate.**]
12. SUSPENSION OF THE RULES OF PROCEDURE. Suspension of the Rules of Procedure may be adopted by the Working Party by a two thirds majority of the votes cast, provided that 24 hours' notice of the proposal for the suspension had been given to the Working Party.
13. AMENDMENT TO THE RULES OF PROCEDURE. Amendments to the Rules of Procedure may be adopted by the Working Party by a two thirds majority of the participating organizations provided that three months notice of the proposal for the suspension had been given to all participating organizations. An amendment shall come into force unless any objection is received by the CWP Secretary from any participating organization within three months of being adopted.
14. NEW PARTICIPATING ORGANIZATIONS. An intergovernmental organization having competence in fishery statistics may become a participating organization of the Working Party if it is so decided by a two thirds majority of the participating organizations provided that three months notice of the proposed admission had been given to all participating organizations.
15. WITHDRAWAL OF PARTICIPATING ORGANIZATIONS. Any participating organization may withdraw from the Working Party after giving three months' notice to the CWP Secretary who will inform other participating organizations. ~~If a participating organization does not provide any experts for three consecutive sessions without notification, it will be deemed to have withdrawn.~~

---

**Appendix 1**

## COORDINATING WORKING PARTY ON FISHERY STATISTICS

## STATUTES

1. TERMS OF REFERENCE. The Coordinating Working Party on Fishery Statistics (CWP) shall:
  - (i) keep under continuous review the requirements for fishery statistics (including aquaculture) for the purposes of research, policy-making and management, taking inter account *inter alias* their purpose, usefulness, cost, burden in collection and collation, timeliness, quality, confidentiality needs and regional differences;
  - (ii) agree standard concepts, definitions, classifications and methodologies for the collection and collation of fishery statistics;
  - (iii) make proposals and recommendations for action in relation to the collection, collation and dissemination of fishery statistics, recognising the need to coordinate activities so as to avoid duplication.
  
2. COMPOSITION. The Working Party shall be composed of experts nominated by intergovernmental organizations which have a competence in fishery statistics. The following shall be the participating organizations initially:

Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR)  
Food and Agriculture Organization of the United Nations (FAO)  
International Commission for the Conservation of Atlantic Tunas (ICCAT)  
International Council for the Exploration of the Sea (ICES)  
North Atlantic Salmon Conservation Organization (NASCO)  
Northwest Atlantic Fisheries Organization (NAFO)  
Organisaton for Economic Cooperation and Development (OECD)  
Statistical Office of the European Communities (EU/Eurostat)

Participating organizations may admit other intergovernmental organizations having competence in fishery statistics. Participating organizations may withdraw from the Working Party.

Each of the participating organizations may nominate up to five experts in accordance with their respective internal procedures.
  
3. SECRETARY. The Secretary to the Working Party shall be appointed by the Director General of FAO and shall be administratively responsible to him.

- 
4. RULES OF PROCEDURE. The Working Party will adopt its own Rules of Procedure and amendments thereto which shall come into force unless any participating organization objects within three months of the adoption.
  
  5. AMENDMENTS OF STATUTES. Proposals for amendments to the Statutes shall be submitted to the CWP Secretary by one or more participating organizations or shall be recommended by the Working Party. Amendments shall come into force upon receipt by the CWP Secretary of notification of approval by all of the participating organizations in accordance with their respective internal procedures.

**Appendix 2:**

## COORDINATING WORKING PARTY ON FISHERY STATISTICS

## RULES OF PROCEDURE

16. **SESSIONS.** Unless contrary to the views of the majority or participating organizations, the interval between successive sessions of the Coordinating Working Party on Fishery Statistics (CWP) shall not exceed three years. The Working Party shall meet on announcement by the CWP Secretary who shall respect the wishes of the majority of participating organizations. The announcement shall generally be made at least six months before the session starts.
17. **AGENDA.** A provisional agenda for each session shall be prepared by the CWP Secretary in collaboration with the secretariats of the participating organizations. The first item on the provisional agenda shall be the adoption of the agenda. The agenda shall be distributed with the announcement of the session.
18. **NOMINATION OF EXPERTS.** Participating organizations should, where possible, notify the CWP Secretary of the names and affiliations of their nominated experts at least four months before the session.
19. **DOCUMENTATION.** Documents for each session should, if possible, be distributed to all participating organizations and nominated experts at least two months before the session. Each participating organization shall be responsible for the timely distribution of its documents in accordance with the mailing list supplied by the CWP Secretary.
20. **OFFICERS.** At the start of the Session, the Chairman or Vice- Chairman appointed at the previous session shall call the session to order. In their absence, the CWP Secretary will call the session to order. Following adoption of the agenda, the Working Party shall elect a Chairman and Vice-Chairman from among its members; they shall remain in office until the election of the new Chairman and new Vice-Chairman at the next session. The outgoing Chairman and Vice-Chairman shall be eligible for re-election.
21. **EXPENSES.** The expenses incurred by experts attending session of the Working Party shall be borne by the nominating organization or as otherwise arranged between the experts and the respective nominating organization.
22. **WORKING LANGUAGE.** English shall be the working language of the Working Party.
23. **VOTING.** A majority of the participating organization shall constitute a quorum. Each participating organization is entitled to one vote. Decision of the Working Party shall be taken by a simple majority of votes cast by those present at the session. When necessary, the Chairman may exercise a casting vote.

- 
24. **REPORTS.** At each session the Working Party shall adopt a report of the session which will include *inter alia* all decisions and recommendations. The report shall be distributed by the CWP Secretary to the participating organization and nominated experts, and to other individuals or organizations as requested by the Working Party. FAO should make the report available as widely as possible.
  25. **MONITORING OF RECOMMENDATIONS.** Although recommendations and decisions of the Working Party are not binding on participating organizations, the Working Party shall monitor and report on the implementation of recommendations and decisions.
  26. **INTERSESSIONAL ACTIVITIES.** The Working Party may arrange such intersessional activities as are required for its effective functioning, including *inter alia* holding informal preparatory meeting, holding meetings of regional or subject groups, preparation of working papers, and communication by correspondence.
  27. **SUSPENSION OF THE RULES OF PROCEDURE.** Suspension of the Rules of Procedure may be adopted by the Working Party by a two thirds majority of the votes cast, provided that 24 hours' notice of the proposal for the suspension had been given to the Working Party.
  28. **AMENDMENT TO THE RULES OF PROCEDURE.** Amendments to the Rules of Procedure may be adopted by the Working Party by a two thirds majority of the participating organizations provided that three months notice of the proposal for the suspension had been given to all participating organizations. An amendment shall come into force unless any objection is received by the CWP Secretary from any participating organization within three months of being adopted.
  29. **NEW PARTICIPATING ORGANIZATIONS.** An intergovernmental organization having competence in fishery statistics may become a participating organization of the Working Party if it is so decided by a two thirds majority of the participating organizations provided that three months notice of the proposed admission had been given to all participating organizations.
  30. **WITHDRAWAL OF PARTICIPATING ORGANIZATIONS.** Any participating organization may withdraw from the Working Party after giving three months' notice to the CWP Secretary who will inform other participating organizations. If a participating organization does not provide any experts for three consecutive sessions without notification, it will be deemed to have withdrawn.

**Appendix 3: Draft terms of reference, composition, operational aspects of CWP Aquaculture Group** (Appendix 4 of the report of ad-hoc Aquaculture Meeting, Puerto Varas, CHILE, 3-4 October 2008)

**The Terms of Reference :**

1. The CWP Aquaculture Group should have the following objectives:
  - keep under continuous review the requirements for information and data on aquaculture statistics
  - develop standard concepts, definitions, classifications and methodologies for the collection, collation, analysis and dissemination of aquaculture data, information and statistics, and
  - make recommendations for coordination and harmonization of activities in collecting, analyzing and disseminating aquaculture statistical data and information.
2. In particular the CWP Aquaculture Group shall:
  - identify and discuss major issues and requirements on aquaculture information, data and statistics;
  - determine those issues and needs of importance requiring action to improve information, data and statistics for increasing the sustainable contribution of aquaculture to food security, economic development and poverty alleviation;
  - recommend actions to coordinate and harmonize aquaculture information and statistical data collection, collation and dissemination procedures;
  - advise on mechanisms to prepare, facilitate and implement action towards meeting the growing demand for timely and reliable information, data and statistics on aquaculture;
  - advise on the strengthening of international collaboration to assist countries in improving and harmonizing aquaculture information, data and statistics collection, collation and dissemination procedures;
  - advise on the preparation of technical reviews on information, data and statistics on aquaculture of international significance.
3. The CWP Aquaculture Group should have a primary focus on aquaculture for food production. It shall also provide appropriate guidance for data collection on aquaculture production for non-food use, including species destined for ornamental purposes, alginate, live baits, pharmaceutical and other types of processing for non-food use.
4. The CWP Aquaculture Group should endeavour to assist in improving information on aquaculture's contribution to stock enhancement, conservation and aquatic biodiversity.
5. The CWP Aquaculture Group should maintain close contacts with other organizations with relevance to and interest in aquaculture and related activities (e.g. WTO, CODEX ALIMENTARIUS COMMISSION, FAO-ES, CITES, OIE, ISO/TC 234, APEC, OLDEPESCA etc.) in order to ensure consistencies with existing systems and procedures and avoid duplication.

**The composition:**

- 
6. The CWP Aquaculture Group shall be composed of experts nominated by participating organizations which have a competence in aquaculture statistics. The following will be the participating organizations initially:
    - the current participating organizations of the CWP having relevance and/or interest in aquaculture statistics (e.g. Eurostat, FAO, GFCM, ICCAT, ICES, OECD, NACA, SEAFDEC, SPC);
    - other regional organizations relevant to aquaculture statistics (e.g. ANA, ANAF, APEC, ASEAN, Globefish and FIN Members, NEPAD, OSPESCA); and
    - international non-Governmental organizations and regional associations of aquaculture producers and service providers (e.g. FEAP, CAPA),
  7. Depending on the topics covered, relevant countries, agencies, stakeholders and interested groups could be invited through nomination by participating organizations.
  8. Participating organizations may invite other intergovernmental or non-governmental organizations having relevance in aquaculture statistics to be participating organizations. Participating organizations may withdraw from the Aquaculture Group.
  9. Although a participating organization of the Aquaculture Group will not necessarily be a participating organization of CWP, the participating organizations to the CWP Aquaculture Group under category 2 above are encouraged to apply for participation to CWP.

**Operational aspects :**

10. The CWP Aquaculture Group would hold its meetings in conjunction with COFI-SCA, on biennial basis. When discussing issues relevant to both aquaculture and capture fisheries, the CWP Aquaculture Group should extend the invitation to participating organizations of CWP.
11. The CWP Aquaculture Group could establish ad-hoc sub-groups, as appropriate, to discuss specific issues, with participation of experts nominated by participating organizations. Outcomes from ad-hoc sub-groups should be reported to and endorsed by the CWP Aquaculture Group regular meetings.
12. Chair of the CWP Aquaculture Group should report the outcomes of its regular meetings to CWP sessions and should regularly inform the COFI-SCA.
13. English would be used for meeting, report writing and dissemination of outcomes.

**Appendix 4:***Article VI Commissions, Committees, Conferences, Working Parties and Consultations*

1. The Conference or Council may establish commissions, the membership of which shall be open to all Member Nations and Associate Members, or regional commissions open to all Member Nations and Associate Members whose territories are situated wholly or in part in one or more regions, to advise on the formulation and implementation of policy and to coordinate the implementation of policy. The Conference or Council may also establish, in conjunction with other intergovernmental organizations, joint commissions open to all Member Nations and Associate Members of the Organization and of the other organizations concerned, or joint regional commissions open to Member Nations and Associate Members of the Organization and of the other organizations concerned, whose territories are situated wholly or in part in the region.

2. The Conference, the Council, or the Director-General on the authority of the Conference or Council may establish committees and working parties to study and report on matters pertaining to the purpose of the Organization and consisting either of selected Member Nations and Associate Members, or of individuals appointed in their personal capacity because of their special competence in technical matters. The Conference, the Council, or the Director-General on the authority of the Conference or Council may, in conjunction with other intergovernmental organizations, also establish joint committees and working parties, consisting either of selected Member Nations and Associate Members of the Organization and of the other organizations concerned, or of individuals appointed in their personal capacity. The selected Member Nations and Associate Members shall, as regards the Organization, be designated either by the Conference or the Council, or by the Director-General if so decided by the Conference or Council. The individuals appointed in their personal capacity shall, as regards the Organization, be designated either by the Conference, the Council, selected Member Nations or Associate Members, or by the Director-General, as decided by the Conference or Council.

3. The Conference, the Council, or the Director-General on the authority of the Conference or Council shall determine the terms of reference and reporting procedures, as appropriate, of commissions, committees and working parties established by the Conference, the Council, or the Director-General as the case may be. Such commissions and committees may adopt their own rules of procedure and amendments thereto, which shall come into force upon approval by the Director-General. The terms of reference and reporting procedures of joint commissions, committees and working parties established in conjunction with other intergovernmental organizations shall be determined in consultation with the other organizations concerned.

4. The Director-General may establish, in consultation with Member Nations, Associate Members and National FAO Committees, panels of experts, with a view to developing consultation with leading technicians in the various fields of activity of the Organization. The Director-General may convene meetings of some or all of these experts for consultation on specific subjects.

5. The Conference, the Council, or the Director-General on the authority of the Conference or Council may convene general, regional, technical or other conferences, or working parties or consultations of Member Nations and Associate Members, laying down their terms of reference and reporting procedures, and may provide for participation in such conferences, working parties and consultations, in such manner as they may determine, of national and international bodies concerned with nutrition, food and agriculture.

6. When the Director-General is satisfied that urgent action is required, he may establish the committees and working parties and convene the conferences, working parties and consultations provided for in paragraphs 2 and 5 above. Such action shall be notified by the Director-General to Member Nations and Associate Members and reported to the following session of the Council.

7. Associate Members included in the membership of the commissions, committees or working parties, or attending the conferences, working parties or consultations referred to in paragraphs 1, 2 and 5 above, shall have the right to participate in the deliberations of such commissions, committees, conferences, working parties and consultations, but shall not hold office or have the right to vote.

